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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 4 November 1959

FROM : Office, Plans and Policy

SUBJECT: Travel Costs for OTR Courses

REF : R/TR Weekly Activity Report,
22 October 1959

1. For the reasons stated in the Registrar's note of 22 October, and also to eliminate what must certainly appear to operating components as an anomaly in OTR's administrative practices, recommend concurrence in the proposal that OTR handle all the administration (and travel costs) for headquarters courses conducted outside Washington.

2. As the Registrar points out, we now have two internal courses--ELINT and S&T-- involving travel and per diem costs for portions of each program. Both courses are new and travel expenses for them were not included in OTR's FY '60 budget. In the first running of S&T, students got travel orders from their parent offices. In the first offering of ELINT, OTR paid travel expenses. This variation gave rise to the Registrar's memorandum and calls for a look at both the policy issue involved and the availability of funds.

3. As a matter of policy, OTR has followed the general practice of budgeting for and paying travel costs associated with training activities--both internal and external-- which are conducted or arranged by OTR. The practice has not been unswerving; exceptions can be cited, especially where our role in arranging an external activity was largely an accommodation to a component, or where new activities arose when OTR's travel funds were low. Recently DD/S indicated willingness to see this policy changed so that components would pay their own costs for external training. (Col. White has no strong feelings on this point, according to Mr. [REDACTED] Such a shift would be in line with current trends in financial management which are aimed at cost based budgets. To date, however, this change has not occurred (and I am not suggesting that it should). And unless and until it does, OTR should be as consistent as possible in its administrative practices. This last point is doubly pertinent to OTR conducted courses which would probably not be affected even if policies are changed to make components pay their own external training expenses.

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4. Re availability of funds, the following are estimated travel costs for ELINT and S&T during the remainder of FY '60. Estimates are based on information from the two course instructors and other collateral sources.

ELINT	\$ 616
S&T	4,494
TOTAL	\$ 5,110

ELINT -- One running of course--12 students and 2 instructors. Trip to Cape Canaveral or equivalent by [redacted] at no cost to OTR. 3 1/2 days per diem or \$39 per person plus \$5 cab fares. 25X1A2d1
\$44 x 14 persons = \$616

S&T -- Three runnings of course (including one in progress)--average 20 students and 2 instructors. Trip to Camp Dietrich by bus--cost \$200. 1 1/2 days per diem or \$18 per person. \$18 x 22 persons = \$396/\$200 x 3 = \$1,788. Trip to Redstone Arsenal [redacted] at no cost to OTR. 3 days per diem or \$36 per person plus \$5 cab fares. 25X1A2d1
\$41 x 22 = \$902 x 3 = \$2,706

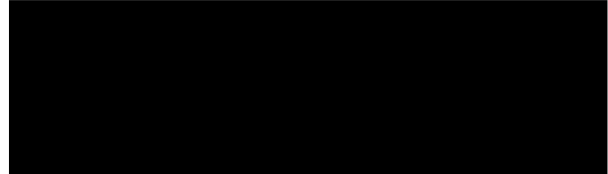
5. The OTR Budget Office (Miss [redacted] says that, as of 23 October, we are spending travel funds at just about the pace anticipated in the '60 budget. She doesn't think OTR could absorb the travel costs of ELINT and S&T unless equivalent reductions are made in other anticipated travel. R/TR (Mr. [redacted]) has reviewed the external program and identified one item of \$9,000 for COMMO travel which, on checking with COMMO, he does not believe will be used. Thus, if we can "hold the line" on other features of the external program, sufficient funds will be available for ELINT and S&T. Incidentally, we also have an "I O U" from the ELINT people which could be used to "recapture" travel costs of that course if such action is necessary toward the end of the fiscal year. 25X1A9a 25X1A9a

6. By observing a very careful approach in approving external travel, particularly to conventions and professional meetings, and by other conservative measures the Registrar is planning (such as group trips [redacted] for certain OSI training), I believe OTR will have sufficient travel funds to cover ELINT and S&T. If this estimate proves wrong because of accelerated spending in areas we can't now foresee, then it would still be better to "off-load" to components the costs of some of their external travel rather than have them pay for the ELINT and S&T Courses which are OTR conducted. 25X1A2d1

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7. A proposed reply to the Registrar is attached.



Attachment

As stated above

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